

Volunteer Recruitment Pack



Candlelighters

Supporting the families of children with cancer

Patron: Lady Ingilby

The Candlelighters Trust is a registered charity and supports the families of children affected by childhood cancer across Yorkshire. Registered Charity No: 1045077. The Candlelighters Trust is also a Limited Company, registered office: 8 Woodhouse Square, Leeds, LS3 1AD. Registered England No. 3020552



www.candlelighters.org.uk | volunteering@candlelighters.org.uk | 0113 887 8333

Candlelighters

Volunteer Brief

Volunteer Role Title: Volunteer Gardener

Role Description: See page 8

Hours: Approximately once a fortnight in spring/summer and once a month in autumn/winter

Location: Woodhouse Square, Leeds, LS3 1AD

Closing date: Ongoing

Interview date: TBC



Candlelighters



About Candlelighters

Each year, over 150 children in Yorkshire are diagnosed with cancer. When a child is diagnosed, lives are turned upside down instantly: not just for the child but the entire family. Getting well again can be a long and challenging journey, emotionally, physically, and financially. Supporting children and families throughout that journey is why our charity, Candlelighters, was formed more than 40 years ago.

We understand the complexities and impacts of a childhood cancer diagnosis, and our mission is to bring light and hope to families facing childhood cancer in Yorkshire.

We aim to do this by:

- Providing emotional, practical and financial support to families. This includes expert support such as talking therapies, wellbeing services and support groups, holidays, day-to-day support on the wards and financial grants.
- Delivering our range of high-quality family support services for whenever and wherever we are needed, from the point of diagnosis, during and after treatment, and for those families who are sadly bereaved.
- Supporting and strengthening the NHS centre of excellence in Yorkshire by funding crucial, front-line hospital roles.
- Investing in vital research, education and training to improve the outcomes and lives of children and their families affected by childhood cancer both across Yorkshire and further afield.

Our Vision

*To bring **light** and **hope** to every family affected by childhood cancer across Yorkshire.*

Our Mission

*We bring **light** to families affected by childhood cancer by providing emotional, practical and financial support.*

*We bring **hope** by investing in vital research to improve the outcomes and lives of children with cancer.*

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Volunteering at Candlelighters

Here at Candlelighters, we all share the same purpose.

Over the next few pages, we will give you a flavour of what it means to volunteer for our special charity.

We live and breathe our values. It's what we believe in, what we stand for and what makes us who we are:



At Candlelighters we **CARE** about children and young people with cancer.



- We support **them and their families** through their treatment
- We support the **Children's and teenager's cancer units** in Leeds
- We support **research** into children's and young people's cancer
- We support **fundraisers** in their efforts to make a difference

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Rewards & Benefits

At Candlelighters we feel it's vital our volunteers feel rewarded for their amazing efforts. We want to make sure you get as much out of it as you put in. That's why we work hard to match your aims, goals, aspirations, personality, available time and everything else with an opportunity that's right for you.

As a Candlelighters volunteer, you will receive the following:

- Thorough induction & training to give you the confidence to perform your role well and to the best of your ability.
- Opportunity to develop new and existing skills to help you in your role and help you beyond your involvement with Candlelighters.
- Ongoing support from the Family Support and HR teams to help you be the best volunteer you can be.
- Candlelighters t-shirt and ID
- Access to the 24/7 mental health hotline
- Charity Worker Discount card
- Access to The Company Shop
- The opportunity to meet lots of new, friendly people.
- The opportunity to expose yourself to new experiences.
- Certain expenses to be reimbursed as agreed with your Volunteer Supervisor.
- Regular reviews with your Volunteer Supervisor to help you develop in your role.
- Satisfaction in knowing you are making a valuable contribution to supporting children and families affected by childhood cancer.



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Volunteer Testimonials

Don't just take our word for it, see what our volunteers have to say about volunteering for Candlelighters!

"Whenever I'm thanked for giving my time, I feel the urge to thank Candlelighters for letting me be a Trustee. I almost wish I could do more to support the charity, but I have to balance it with my full-time job and raising a family; being a Trustee is almost the pinnacle of giving back."

- Greg, Trustee



"I really enjoy volunteering at the family events that Candlelighters do throughout the year. I'm happy to help in any way that I can, so Candlelighters can create the spaces that families need to chat, bond and have fun despite difficult circumstances. I have loved being part of the Candlelighters family as a volunteer during the past five years."

- Charlotte, Family Event Volunteer



"Candlelighters is a fantastic charity focussed on helping children and families going through the stress and anxiety of cancer treatments. It is a pleasure to give some of my time to support this charity in its amazing work."

- John, Trustee



"Everything Candlelighters do for volunteers is truly wonderful. I feel very privileged to be a part of Candlelighters as a volunteer and you make us feel so welcomed and valued. It's absolutely amazing and I can see why you have so many volunteers who stay year after year."

- Chloe, Family Event Volunteer

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Getting involved

Volunteering for Candlelighters means you can get involved in as little or as much as you want to help support the charity and the amazing work that it does.

Getting involved varies from donning a silly hat for a photoshoot for a campaign, volunteering at one of our events, fundraising, or participating in an event yourself!

Meet some of the families we support



"The love and support you gave to us and Charlie during his treatment was above and beyond. He was never daunted by the hospital and that's down to Candlelighters. Charlie also enjoyed going to The Square after his treatment to annoy the staff there with chair races, Nerf guns and his stories. Not forgetting our amazing holiday to Centre Parcs of which the memories will last a lifetime. We are forever grateful."

- Mum

"The support Candlelighters gives is second to none and is a fine example of what other charities should follow. What is great though, is you get to meet other parents and children who have gone through the same and fully understand your pain, something that other people just never get."

- Dad



The Role

Purpose of the Role

We are looking for a gardener to help plan and maintain the gardens and ensure they provide a relaxing and peaceful environment for families to enjoy all year round.

Key Activities

As a volunteer gardener, you'll support the Family Support Team by maintaining the garden at the hospital and at the Candlelighters Cottage.

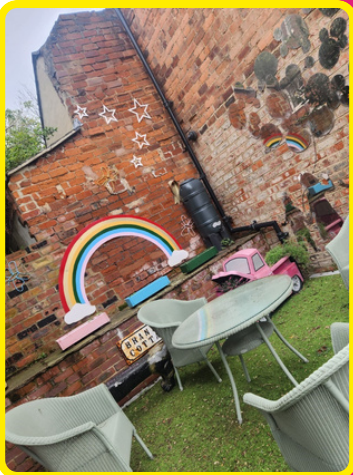
This will include:

- Planting, weeding, and pruning as needed.
- Clearing and maintaining paths.
- Other practical tasks to keep the gardens looking there best.
- Looking after garden equipment.
- Planning what plants or equipment is needed.
- Suggesting ways to make improvements or to make the areas more attractive.

We recognise that family members accessing Candlelighters' services may wish to volunteer with Candlelighters. However, this particular role is not suitable for family members whose children are currently receiving treatment for childhood cancer. This is to ensure they are given the best possible care and support without any potential conflict of interest. Other volunteering opportunities can be found on our website.

The Role

The following are the garden areas that require looking after:



Candlelighters Cottage

The Candlelighters Cottage is a home from home accommodation for families with a child being treated for cancer at Leeds Children's Hospital. Some of our families travel great distances to receive treatment for their child which can mean that one parent is either away from the child with cancer or away from their sibling(s) for extended periods of time. The Cottage is just a short walk away from the children's ward allowing families to stay together at a time when they need it the most.

The Pavillion

In 2013, following a landmark investment from the charity, we opened the Candlelighters Pavilion, which is located in the outside space on Ward 31. This is a space for children and families to get away from the clinical setting of the hospital so they can relax, watch a movie or play games within reach of expert medical care. Coffee afternoons and themed events organised by our Family Support Workers also take place here.



Wards 32 and 33 Garden

Wards 32 and 33 are the Children's Bone Marrow Transport and Teenage Oncology wards at Leeds Children's Hospital. Some of the beds on these wards look out onto a central courtyard garden that has recently been refurbished. Children on these wards can be on treatment for months at a time and this garden is their only view outside their room. Occasionally the staff on the ward will hold events in this garden.



We're looking for volunteers who:

- Has an interest in and experience of gardening
- Has a knowledge of plant and flower care.
- Has a good level of fitness and is able to meet the physical aspects of the role.
- Has a good understanding of relevant health and safety issues.
- Is prepared to work outside in various weathers.
- Is happy to work independently
- Can manage own emotions and interact professionally with children and families using the gardens.
- Can oversee 'one-off' volunteers assisting with gardening projects/activities.
- Can follow Candlelighters and hospital policies and procedures, including health and safety, confidentiality, professional boundaries, and safeguarding.

This role is subject to an enhanced criminal record check, which is processed through the Disclosure and Barring Service (DBS).

How to apply

If you would like to apply, please email your CV to volunteering@candlelighters.org.uk and we will then send you an application form to complete. Alternatively, please complete the online application form (found [here](#)) and email it to volunteering@candlelighters.org.uk

Closing date

Ongoing

Interview

Candlelighters will conduct an interview with shortlisted candidates at a date to be arranged.

Application feedback

Unfortunately, due to the large number of applicants we receive, we are unable to provide feedback to those applicants who are unsuccessful.

If you have any questions about this role, please email volunteering@candlelighters.org.uk or call us on **0113 887 8333**.